



# METHERINGHAM PRIMARY SCHOOL

## Policies, Procedures, Regulations and Guidance

<b>Document Title:</b>	Charging Policy	
<b>Date Effective From:</b>	September 2025	
<b>Date of Last Review:</b>	September 2025	
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<b>Approved by:</b>	Full Governors	
<b>Version Control Table</b> <i>[To be updated as required]</i>		
<b>Version Number</b>	<b>Date Authorised</b>	<b>Summary of Key Changes</b>
3	26/09/2025	Updated URL link to Lincs Music Service Residential visits charges

## **Metheringham Primary School.**

### **Charging Policy.**

#### **Introduction.**

The Governors of Metheringham Primary School have agreed on the following items that require to be paid for.

Any parents who have difficulty meeting any of the undermentioned charges or any other school related charges should discuss this in confidence with the Head Teacher at the earliest possible opportunity. The school will strive to work with families to agree an affordable, mutually agreed payment plan.

#### **Lettings.**

Lettings may go ahead at Metheringham Primary School with the consent of the Head Teacher. The Head Teacher will follow the recommendations laid down in the County Council Guidelines on the use of educational premises. These guidelines identify whether a letting needs to be attended and what the charges for each individual letting will be. The school will follow these recommendations.

More details, including charges, terms and conditions etc, can be found in the school's letting policy.

#### **Charges for school visits.**

The school will endeavour to keep the cost of school visits to a minimum by applying best value principles. Parents will be asked to make a voluntary contribution to these visits. No child will be refused access to a school visit if they are unable to contribute financially. However, if not enough pupils are able to pay the school reserves the right to cancel the visit.

#### **Charges for music tuition.**

Pupils will be charged for individual instrumental musical tuition or for group tuition. This will be organised through the 'Lincolnshire Music Service Tuition' organisation. Parents register online for lessons and pay directly to the [Lincs Music Service](#). Concessions are available for disadvantaged pupils, i.e. those in receipt of Free School Meals, Looked After and post Looked after Children. Parents of pupils having instrumental tuition will make their own arrangements for reimbursement with the tutors.

#### **Residential visits.**

There will be a charge for board and lodging, except for the following groups who are eligible for financial support to reduce the cost of the visit by up to 50%:

- Disadvantaged pupils
- Free School Meals
- Looked After and post Looked after Children

Governors will decide whether any other children should not have to pay and will pay for them from the school's budget.

**Charges for activities outside school time.**

There will normally be a charge for any activities that the school has to employ someone extra to provide e.g. Breakfast Clubs, after school Art Clubs etc. The governors will decide who should pay for this.

**Charges for school dinners.**

Dinners should be booked and paid for online direct with Good Lookin Cookin by the Thursday of the week before. Children eligible for Free School Meals (FSM) will receive a school dinner. It is important that FSM Authorisation is arranged before the uptake of meals. This will need to be reviewed by the parent and the local authority on a regular basis. Pupils in the Early Years e.g. Reception, Year 1 and Year 2, will be in receipt of a free hot lunch provided by the universal infants' free school meal grant (UIFSM).

In the interest of limiting food waste, those eligible for FSM and UIFSM will need to order their meals directly from the supplier via the supplier's online system. A meal order will not be automatically placed for these children.

**Materials & Textbooks.**

Where a pupil or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a charge may be levied for the cost of the materials used. Books are provided free of charge, but additional revision guides are available, for which a charge is made.

**Damage/Loss to Property.**

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Head Teacher may decide.

**Review.**

This policy will be reviewed every year or earlier if legislation requires.